



Integrated Funds Distribution,
Control Point Activity,
Accounting and Procurement
(IFCAP)

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PPM Accountable Officer
User's Guide

Department of Veterans Affairs
Office of Information and Technology (OI&T)
Management, Enrollment, and Financial Systems

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Preface

This document is for VA procurement personnel assigned the user category of Personal Property Management Accountable Officers in the Integrated Funds Distribution, Control Point Monitoring, Accounting and Procurement (IFCAP) system.

In IFCAP, VA employees request goods and services by creating electronic requests. Those requests are funded by an operating budget called a Control Point. In IFCAP the user creates a request to purchase items. The Accountable Officer determines how the order will be filled. If the items requested are to come from a government source the order will be done as a Requisition. Orders from commercial sources will be sent to Purchasing and Contracting for processing. This manual explains how to use IFCAP as a tool to perform some of the Accountable Officer functions.

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Chapter 1. Introduction

1.1 The Role of the PPM Accountable Officer in IFCAP

The Personal Property Management Accountable Officer uses IFCAP to review 2237 transactions to make sure they are complete and approved by the Control Point Official for a valid control point. PPM AOs also use IFCAP to check that the vendor information is complete, and determine whether items are available from posted stock, are unposted, are services, or are non-expendable items (accountable equipment). The role of the AO encompasses many more areas than are discussed in this manual; e.g., using Consolidated Memorandum Receipt (CMRs) to take inventory of equipment for each Service, narcotics inspection, reports of survey, adjustments to inventory, etc. This manual is not an attempt to define the role of the Accountable Officer; rather, it explains how to use IFCAP to perform the simpler functions of that role.

1.2 How to Use This Manual

This manual explains how to perform the role of the Personal Property Management Accountable Officer in IFCAP by dividing that role into small, manageable tasks. The authors of this manual have listed these tasks in successive order so that each instruction builds on the functionality and information from the previous instructions. This will allow new IFCAP users to use this manual as a tutorial by following the instructions from beginning to end.

1.3 Reference Numbering System

This manual uses a special paragraph numbering system to allow users to understand how the sections of the manual relate to each other. For example, this paragraph is section 1.3. This means that this paragraph is the main paragraph for the third section of Chapter 1. If there were two subsections to this section, they would be numbered sections 1.3.1 and 1.3.2. A paragraph numbered 1.3.5.4.7 would be the seventh subsection of the fourth subsection of the fifth subsection of the third subsection of Chapter 1. All clear? Actually, this means that users that want to divide their reading into manageable lessons can concentrate on one section and all of its subsections.

1.4 Package Management and Security Measures

To use IFCAP to approve transactions, Information Resources Management Service gives Accountable Officers a set of IFCAP menu options designed for their use. Some of these menu options are additionally controlled by the use of access “keys”. The Information Resources Management Service at their facility administers these access keys to individual Accountable Officers. Also, each Accountable Officer uses a “signature code” that functions legally as their signature. Accountable Officers must enter this signature to review or process any request sent to them. A signature code is used to approve forms in IFCAP that would require an authorizing signature if the form was created manually.

1.5 Package Operation

This document explains how to use IFCAP to approve transactions. Novice users will be unfamiliar with the information that some of the IFCAP prompts require. IFCAP provides three levels of explanations for the prompts. Enter a question mark at the prompt to read a description of the prompt, two question marks to read a more detailed explanation of the prompt, and three question marks to read a complete description of the prompt and a list of acceptable responses to the prompt.

The Accountable Officer function in IFCAP requires a significant amount of knowledge and experience. The laws and policy regarding this function include, but are not limited to: VA Directives and Handbooks, Federal Property Management Regulations (FPMR), the personal property management policies of the VA Acquisition and Material Management Service, the Automated Engineering Management System/Medical Equipment Reporting System (AEMS/MERS) equipment package, and the Integrated Supply Management System (ISMS).

1.6 Vendor Updates

If the user chooses to add the vendor to the Vendor file, IFCAP will prompt the user for vendor information, including the FMS vendor code (which the user will leave blank) and the vendor name. IFCAP will add the vendor to the IFCAP Vendor file and transmit a "Vendor Request Query " (VRQ) transaction to FMS. FMS adds the vendor to the FMS Vendor file and transmits a “Vendor Update (VUP) confirmation to IFCAP, which updates the IFCAP vendor record of that vendor with the FMS vendor code. This helps ensure that the vendor files are consistent in both systems.

1.6.1 Amendment Processing

Amendments will automatically adjust Fund Control Point balances. The Classification of Request Report and Sort Group Report reflects these amendments.

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Chapter 2. How to Evaluate and Approve 2237 Transactions and Issue Book Requests

2.1 Introduction

This chapter explains how to evaluate and approve 2237s and issue book requests by listing steps that explain how to inspect each major section of these forms.

2.2 Sort the Forms by Priority

The priority of the transaction is at the top center of the first page of the 2237. If you have too many 2237s to inspect and approve in one session, sort them by their assigned priority. The priority is listed at the top of the 2237.

2.3 Is the Request Justified?

Read the Items and the Justification of Need or Turn-in field. Is the justification appropriate? If not, return the 2237 to the service and tell them to enter an appropriate justification.

2.4 Is the Date Required Reasonable?

Compare the date prepared to the date required. Is this a reasonable time frame? If not, contact the person in the Signature of Initiator field or the Signature of Approving Official field and ask them why they need it so quickly. If the date required is unreasonable, return the 2237 to the service. Read Chapter 3 on how to return 2237s.

2.5 Services

Fiscal Service has restrictions on which Control Points may obligate funds for certain services. Contact the Budget Section in Fiscal Service and ask them to provide you a list of legitimate services for each Control Point.

2.6 Goods

2.6.1 Menu Path

Select Requisition Clerk Menu from the Accountable Officer Menu. Select Display/Print Menu from the Requisition Clerk Menu. Select Item Display from the Display/Print Menu.

```
Accountable Officer Menu ...

    RA (Requirements Analyst) Menu ...

    Requisition Clerk Menu ...

    Purchasing Agent ...

    Warehouse ...

    Vendor Display

    Mandatory Sources 850 Undelivered Orders

Elect Accountable Officer Menu Option: DISplay/Print Menu (PPM)

    Purchase Order Display

    2237 Request Display
```

```
Item Display

History of Item Display /Print

Vendor Display

Mandatory Sources 850 Undelivered Orders

Select Display/Print Menu (PPM) Option: ITEM Display
```

2.6.2 Should this be an Issue Book Transaction?

Enter the item master number or the name of the item at the Select Item Master Number: prompt. IFCAP will list information about the item and list the vendors for the item. If the warehouse is one of the vendors, this transaction should be an issue book transaction. If it is an Issue Book, forward the transaction to the Issue Book Clerk using the Process a Request in PPM option.. If it is not an Issue Book, but should be, return the transaction to the service and use the Comments: field to

How to Evaluate and Approve 2237 Transactions and Issue Book Requests

tell the service to resubmit it as an issue book transaction. Press the Enter key at the Select Item Master Number: prompt to return to the Display/Print Menu.

```
Select ITEM MASTER NUMBER: ASPIRIN

      1  ASPIRIN 325MG (5GR) TABS EC UD 100S  -C-  1814      ASPIRIN 325MG (5GR
) TABS EC UD 100S  -C-

      2  ASPIRIN 325MG TABS 1000S  2866      ASPIRIN 325MG TABS 1000S

      3  ASPIRIN 325MG UD 100S  2667      ASPIRIN 325MG UD 100S

      4  ASPIRIN 800MG SR TABS 100S  7582      ASPIRIN 800MG SR TABS 100S

      5  ASPIRIN 81MG (CHILDRENS) UD 100S  8562      ASPIRIN 81MG (CHILDRENS) U
D 100S

Press <RETURN> to see more, '^' to exit this list, OR

CHOOSE 1-5: 2  2866      ASPIRIN 325MG TABS 1000S

NUMBER: 2866

SHORT DESCRIPTION: ASPIRIN 325MG TABS 1000S

FSC: 6505

LAST VENDOR ORDERED: DEFENSE LOGISTICS AGENCY

NSN: 6505-00-153-8750

CASE CART/TRAY/INSTRUMENT KIT: PURCHASEABLE

DATE ITEM CREATED: APR 12, 1993      BOC: 2631 Chemical supplies

CREATED BY: IFUSER,ONE      INC: 25657

DESCRIPTION:  ASPIRIN 325MG TABLETS 1000S UNCOATED

VENDOR: RUGBY LABORATORIES INC      UNIT COST: 5.77

CONTRACT: V797P 5612M      VENDOR STOCK #: 0033135

NDC: 00536-3313-10      DATE OF UNIT PRICE: OCT 19, 1993

UNIT OF PURCHASE: BT      PACKAGING MULTIPLE: 1000

UNIT CONVERSION FACTOR: 1      CONTRACT EXP. DATE (c): 12/31/95

VENDOR: PARKE DAVIS/WARNER CHILCOTT DIV UNIT COST: 4.03

CONTRACT: V797P-5782M      NDC: 00047-0606-32

DATE OF UNIT PRICE: APR 12, 1993      UNIT OF PURCHASE: BT
```

How to Evaluate and Approve 2237 Transactions and Issue Book Requests

| | |
|--------------------------|---------------------------|
| PACKAGING MULTIPLE: 1000 | UNIT CONVERSION FACTOR: 1 |
|--------------------------|---------------------------|

CONTRACT EXP. DATE (c): 12/31/97

Enter RETURN to continue or '^' to exit:

| | |
|--------------------------|------------------|
| VENDOR: V A SUPPLY DEPOT | UNIT COST: 3.465 |
|--------------------------|------------------|

DATE OF UNIT PRICE: OCT 19, 1993 UNIT OF PURCHASE: BT

| | |
|--------------------------|---------------------------|
| PACKAGING MULTIPLE: 1000 | UNIT CONVERSION FACTOR: 1 |
|--------------------------|---------------------------|

REQUIRED ORDER MULTIPLE: 6 MINIMUM ORDER QTY: 6

| | |
|----------------------------------|-----------------|
| VENDOR: DEFENSE LOGISTICS AGENCY | UNIT COST: 4.34 |
|----------------------------------|-----------------|

DATE OF UNIT PRICE: NOV 04, 1994 UNIT OF PURCHASE: BT

| | |
|--------------------------|---------------------------|
| PACKAGING MULTIPLE: 1000 | UNIT CONVERSION FACTOR: 1 |
|--------------------------|---------------------------|

NSN VERIFIED: MAR 30, 1992 SKU: BT

DRUG TYPE CODE: OTHER DRUGS

FCP: 658033

LONG NAME (c): SITE: 658 FCP: 033 PSYCHIATRY SVC

FCP: 658040

PURCHASE ORDER: 658-B50269

PURCHASE ORDER: 658-B50220

PURCHASE ORDER: 658-B50213

PURCHASE ORDER: 658-B40654

PURCHASE ORDER: 658-B40569

PURCHASE ORDER: 658-B40470

PURCHASE ORDER: 658-B40402

PURCHASE ORDER: 658-B40366

PURCHASE ORDER: 658-B40302

PURCHASE ORDER: 658-B40233

Enter RETURN to continue or '^' to exit:

LONG NAME (c): SITE: 658 FCP: 040 PHARMACY

Select ITEM MASTER NUMBER:

2.6.3 Should this be a Requisition?

If the Warehouse is *not* one of the vendors, but the Vendor is one of the following federal supply sources, this transaction should be a requisition.

- Defense Logistics Agency
- Depot
- Federal Supply Schedule
- General Services Administration
- Government Printing Office
- Library of Congress
- National Archives
- National Independent Study Center
- Superintendent of Documents
- Contracts established by other Federal agencies

If the transaction lists a federal supply source as the vendor, forward the transaction to the requisition clerk. If the transaction does not list the correct source as vendor, return the transaction to the Control Point Official.

2.6.4 Should this be a Purchase Order?

If the vendor is not the warehouse or a federal supply source, this transaction should be a purchase order.

Send the transaction to the Purchasing & Contracting section.

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Chapter 3. How to Forward or Reject Requests

3.1 Process a Request

From the Accountable Officer Menu, Select Process a Request in PPM.

If any of the transactions are Issue Book requests answer Y at the Process Issue Book Orders? Prompt. This will submit the Issue Book requests to the appropriate staff.

Enter a transaction number. Enter ?? to get a list of available transactions.

Enter the appropriate Current Status for this transaction. The current status of Pending Accountable Officer Signature may be changed to Assigned to a PPM clerk for processing as a Requisition, Sent to Purchase & Contracting for processing as a Purchase Order, Returned to the service for cancellation or change and re-approval, Held in PPM for further information, or Forwarded to an Imprest Funds clerk for processing using cash or a 3rd party draft.

```
Select Accountable Officer Menu Option: process a Request in PPM

Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON, DC

Enter ELECTRONIC SIGNATURE CODE:                    Thank you.

PROCESS ISSUE BOOK ORDERS? NO// ?

If you answer 'YES', this function will loop all through all Issue Book Requests
that are pending PPM processing, and will automatically set them to the status
'Assigned to PPM Clerk', so that LOG code sheets can be generated by the
Requirements Analyst (R/A).

PROCESS ISSUE BOOK ORDERS? NO//      (NO)
```

Forward or Reject Requests

2237 TRANSACTION NUMBER: ??

Choose from:

688-00-2-110-0039 Pending Accountable Officer Sig. OBL IFUSER,TWO AND
IFUSER,THREE

stuff

688-00-2-110-0040 Pending Accountable Officer Sig. OBL SUPPLY
WAREHOUSE

DOLLS

2237 TRANSACTION NUMBER:688-00-2-110-0039 OBL IFUSER,TWO AND IFUSER, IFUSER,THREE

stuff

Pending Accountable Officer Sig.

TYPE OF REQUEST: ??

This is the type of request.

Choose from:

- 1 UNPOSTED
- 2 POSTED
- 3 SERVICE
- 4 BULK SALE
- 5 NX POSTED

TYPE OF REQUEST: U UNPOSTED

SOURCE OF REQUEST: ??

This is the source of the request.

Choose from:

- 1 VA STOCK
- 2 GSA/DLA STOCK

```

3      EXCESS

4      NOT AVAILABLE FROM ANY OF THESE SOURCES

SOURCE OF REQUEST: 4  NOT AVAILABLE FROM ANY OF THESE SOURCES

CURRENT STATUS: Pending Accountable Officer Sig.// ??

    This is the current status of the 2237 request.

Choose from:

Assigned to PPM Clerk                      65

Forward to Imprest Funds Agent              74

Held for Review in Personal Prop.           62

Pending Accountable Officer Sig.            60

Returned to Service by PPM                  63

Sent to Purchasing & Contracting            70

CURRENT STATUS: Pending Accountable Officer Sig.// Sent to Purchasing & Contracting
70

```

3.2 Status

At the Current Status: prompt, change the status depending on where the request should go next. Below is a table listing a status and the corresponding number on the flow chart which follows.

| If you change the status to... | The request goes to Process Flowchart number... |
|-----------------------------------|---|
| Held for Review in Personal Prop. | 13 |
| Sent to Purchasing & Contracting | 15 |
| Returned to Service by PPM | 4 or 5 (review) |

Figure 3-1 IFCAP Process Flowchart (Part 1)

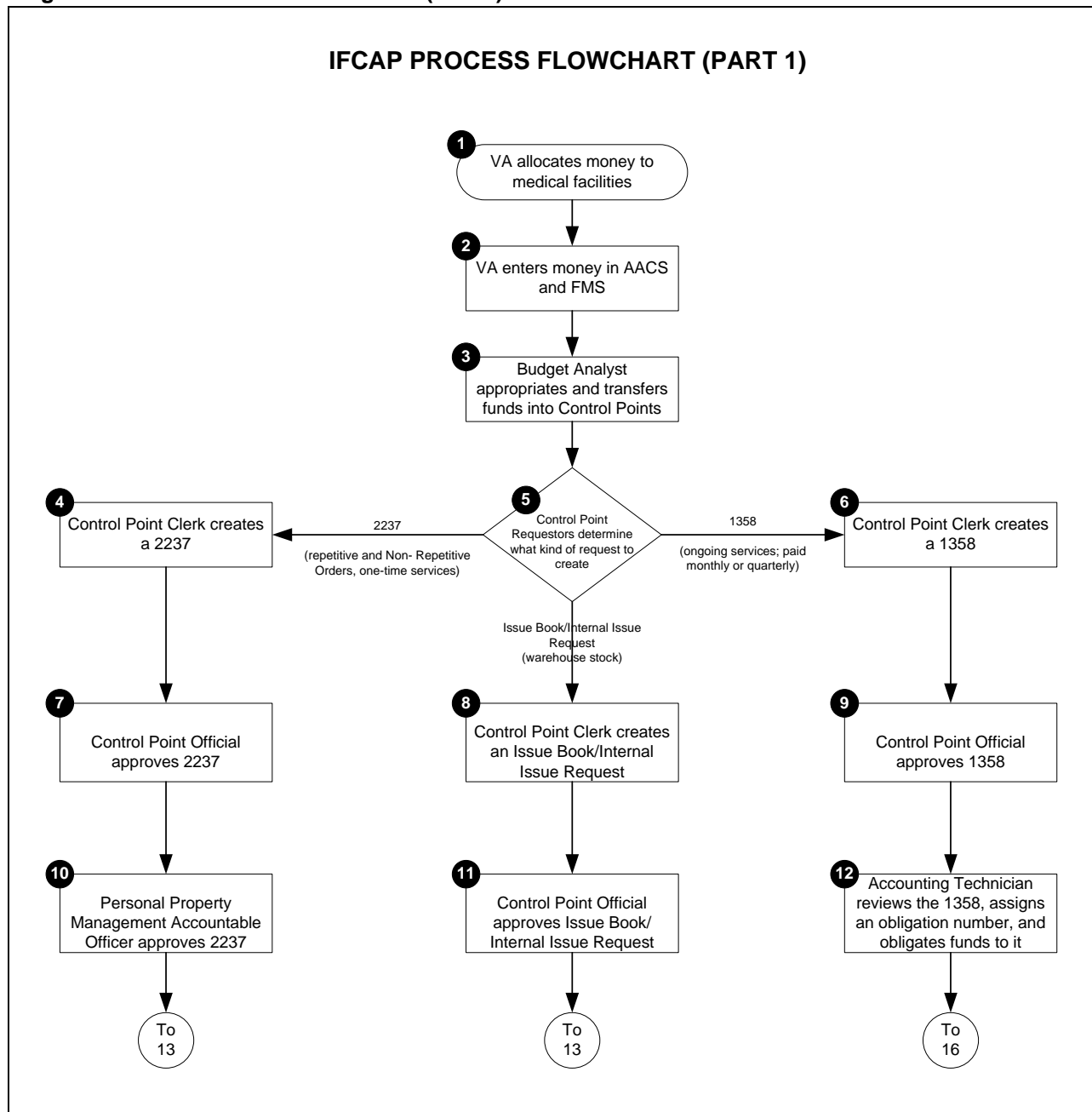


Figure 3-2 IFCAP Process Flowchart (Part 2)

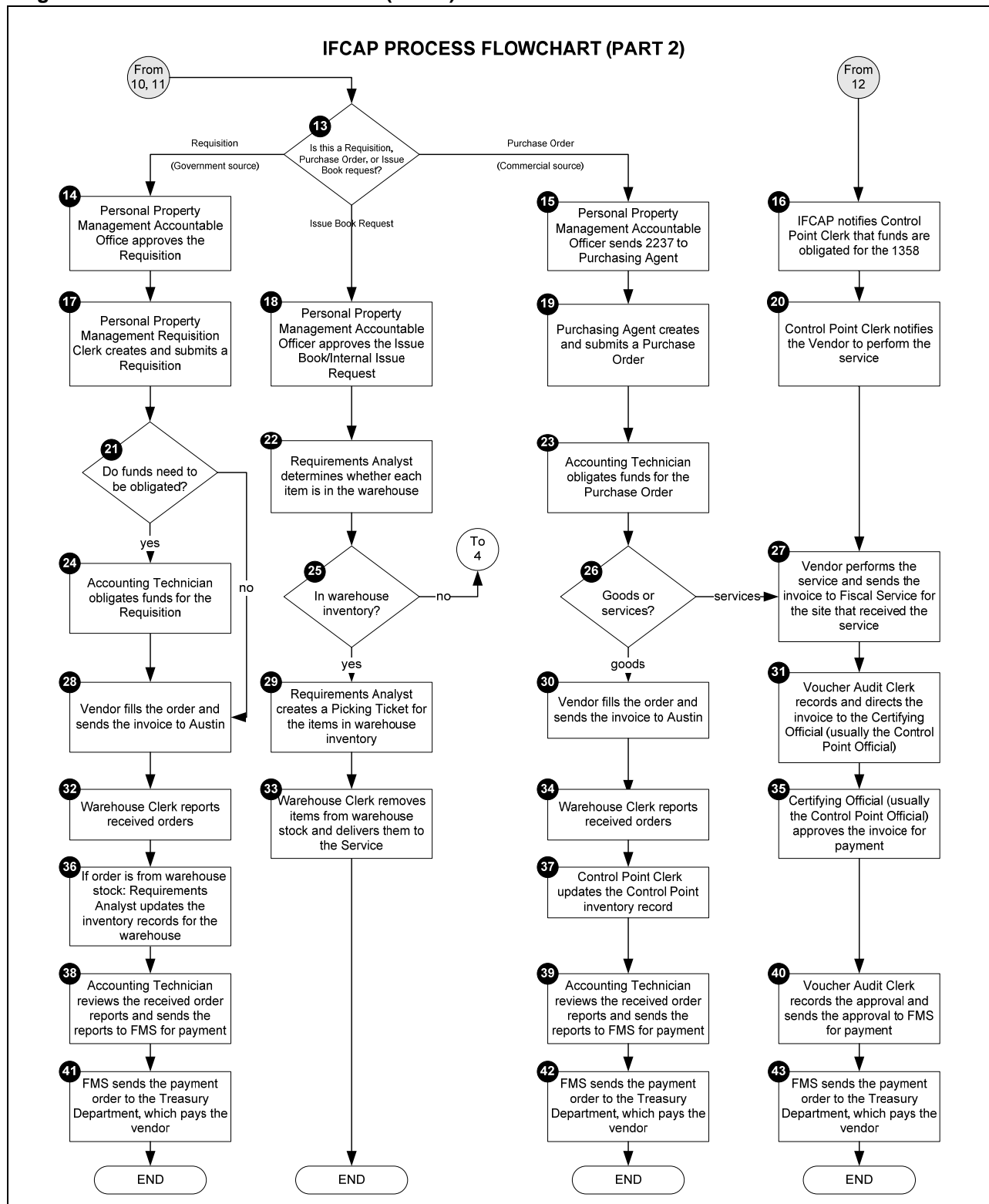
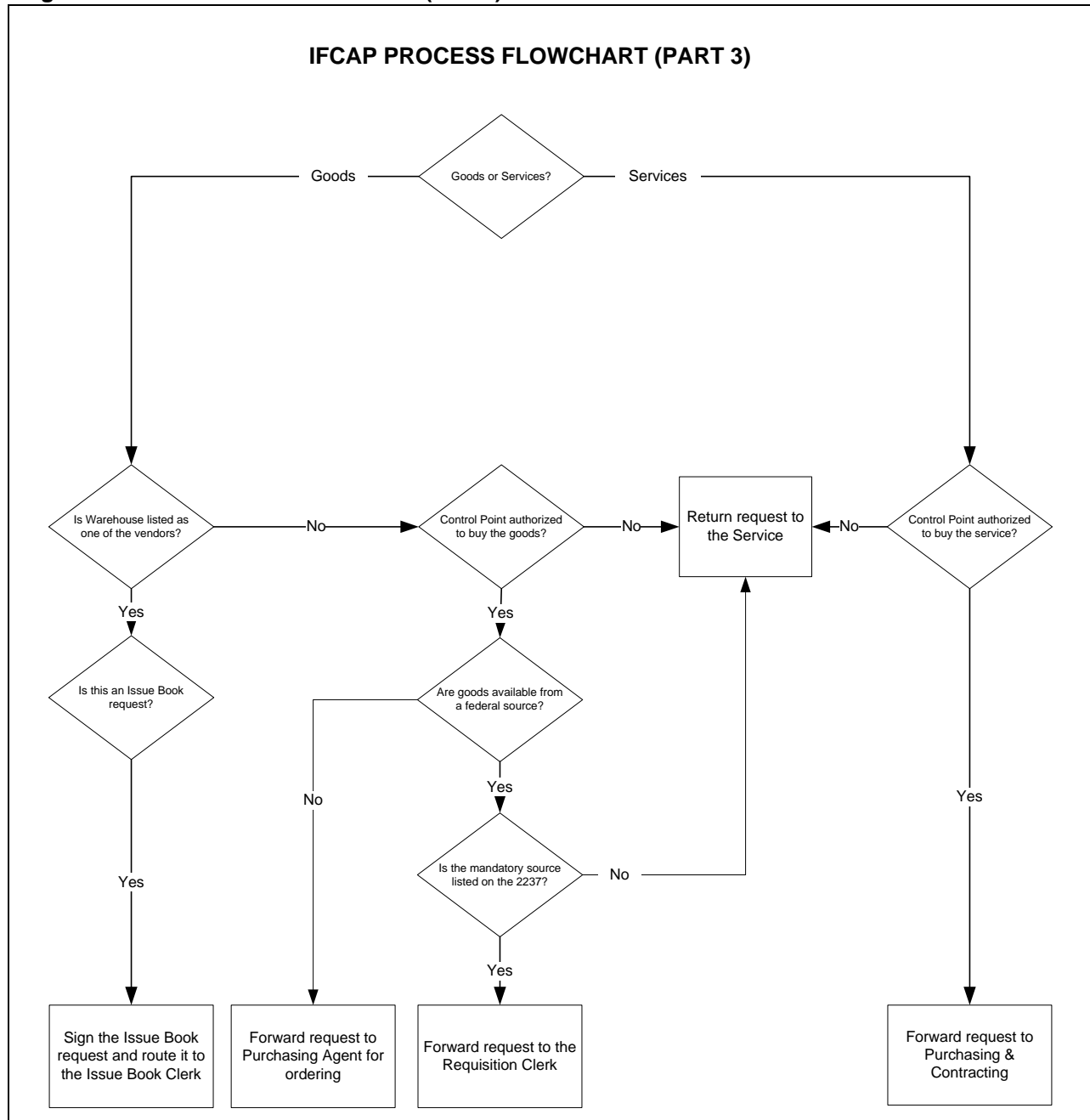


Figure 3-3 IFCAP Process Flowchart (Part 3)



Chapter 4. Assign Log Department Numbers

4.1 Assign a Log department number

The Accountable Officer is responsible for ensuring that the LOG department number is assigned to new control points. Fiscal staff should send a mail message to alert the Accountable Officer that a new control point has been established.

Note: Use VHA Directive 7125.1, *Accountability*, to determine appropriate Log Department number. These are also listed in Attachment A to the *AEMS/MERS - FAP Users Manual*, dated 12/10/97.

4.1.1 Use Option on PPM Utility Menu

```
Select PPM Utility Menu Option: ASSIGn LOG Department Number to Fund Control Point
Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON, DC
Select CONTROL POINT: ??from:

Select CONTROL POINT: 040 PHARMACY                  0160A1   10   0100   010022400
LOG DEPARTMENT: 456 PHARMACY// ?

    Enter 3 character department identifier, a space, and the department name.

    This is required on all but Supply Fund control points.  ANSWER MUST BE
    3-24 CHARACTERS IN LENGTH

LOG DEPARTMENT: 4J6 PHARMACY
Select CONTROL POINT:
```

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Chapter 5. Inventory Point Control

The Accountable Officer has the menu options used for establishing the Warehouse and Primary Level Inventory Points. The Inventory points are created by the Accountable Officer and then may be managed by other assigned users.

5.1 Create a Warehouse Level Inventory Point

Select Posted Stock Management Option: inventory Point Management

Select W to establish a Warehouse type inventory point.

Enter a unique name for the inventory point.

Enter a shorter version of the inventory point name.

Enter Y at the Keeping Perpetual Inventory prompt, if you intend to track item quantities, usage and receipts.

Enter Y at the Keeping Detailed Tracking History prompt if you wish to be able to generate a Transaction Register for Item history.

Enter the Cost Center that is appropriate for the Supply Fund control point that will be attached to this Inventory Point.

```
Select STATION NUMBER ('^' TO EXIT): 688// 402      IFUSER,SEVEN

Select one of the following:

      W      Warehouse
      P      Primary

Select the type of inventory point to edit: w Warehouse

+-----+
|You have the option to edit ALL      |
|WAREHOUSE inventory points you have |
```

Inventory Point Control

```
|access to.                                     |
+-----+
```

Select a 'Warehouse' Type Inventory Point: SUPPLY WHSE

Are you adding '402-SUPPLY WHSE' as

a new GENERIC INVENTORY? No// Y (Yes)

GENERIC INVENTORY ABBREVIATED NAME: SUPP

GENERIC INVENTORY KEEP PERPETUAL INVENTORY?: YES // ???

If KEEP PERPETUAL INVENTORY? is set to yes, the inventory point will track
item quantities, usage, and receipts.

Choose from:

Y YES

N NO

GENERIC INVENTORY KEEP PERPETUAL INVENTORY?: YES // YES

GENERIC INVENTORY KEEP DETAILED TRX. HISTORY?: YES // ??

This field indicates whether the inventory will keep a detailed tracking
history of its stocked items. If the field is set to yes, the item history
will be tracked in the TRANSACTION REGISTER file 445.2.

Choose from:

Y YES

N NO

GENERIC INVENTORY KEEP DETAILED TRX. HISTORY?: YES // Y YES

GENERIC INVENTORY COST CENTER: 635200

This field is required on Primary Inventory/Distribution Points for doing
Stock Replenishment. It is also used to create the Distribution Report by
Cost Center for Accounting.

| |
|---|
| GENERIC INVENTORY COST CENTER: POINT |
|---|

5.1.1 Display Data

The data just entered will be displayed and then a List Manager display will appear at the bottom of the screen with various menu selections.

```

Edit Inventory Parameters      Feb 08, 2000 17:22:30      Page:      1 of      2

INVENTORY POINT: 402-SUPPLY WHSE      TOTAL NUMBER OF ITEMS: 0

Description

Type of Inventory Point      : SUPPLY WAREHOUSE

Abbreviated Name              : SUPP

Keep Perpetual Inventory      : YES

Keep Transaction Register     : YES

Special Parameters

Months Inactive Before Item Deletion:

Cost Center                    : 623000 VACO Materiel Management

Default Picking Ticket Printer :

Flags

Print Emergency Stock Levels :

Automatic Purge                :

+          Enter ?? for more actions

AF   All Fields                FC   Fund Control Points  FL   Flags
DE   Descriptive              DP   Distribution Points  AU   Authorized Users
  
```

| | | | | | |
|----|--------------------|----|--------------|----|---------------|
| SP | Special Parameters | SB | (Stocked By) | MC | (MIS Costing) |
|----|--------------------|----|--------------|----|---------------|

5.1.2 Fund Control Point

If you select FC you will be prompted to enter the control point that will be associated with this Inventory point.

```
Select Item(s): Next Screen// fc Fund Control Points

+-----+
|Select the FUND CONTROL POINT that may be used when replenishing      |
|688-SUPPLY WAREHOUSE                                                    |
+-----+

To make a change, first select the existing control point and 'unlink' it.
Then select a new one if you want to.

Current selection:  990 SUPPLY FUND

Select CONTROL POINT NAME:
```

5.1.3 Authorized User

If you select AU you can add users to the inventory point.

```
Select Item(s): Next Screen// au   Authorized Users
```

```
Select INVENTORY USER: IFUSER,FOUR//
```

```

+-----+
|You have the option to add or delete |
|users from inventory points stocked by|
|688-SUPPLY WAREHOUSE                |
+-----+

```

```

+-----+
|Do you want to ADD or DELETE users  |
|from inventory points ?              |
+-----+

```

Select one of the following:

- 1 Add Users
- 2 Delete Users

```
Select ACTION Type:
```

5.1.4 Set Flags

FL permits the user to enter data that set certain controls.

```
Select Item(s): Next Screen// fl   Flags
```

```

+-----+
|Set the 'Print Emergency Stock Levels' flag to NO to discontinue the |
|notification that you have items at or below the emergency stock      |
|level.  The next time the automatically scheduled program which scans|
+-----+

```

Inventory Point Control

```
| the database runs, it will reset the flag and the message will |
| reappear if items are found at or below the emergency stock level. |
+-----+
PRINT EMERGENCY STOCK LEVELS:
+-----+
| Set the 'Automatic Purge' to YES if you want data older than 13 |
| months automatically purged for this inventory point. A background |
| scheduled program will run the first day of each month and |
| automatically purge old data for those inventory points which have |
| the automatic purge turned on. |
+-----+
AUTOMATIC PURGE: YES//
```

5.1.5 All Fields

If you select AF you will be given the opportunity to enter/edit data in all the fields associated with the Inventory point. This field may be selected to permit user to step through all fields associated with the Inventory Setup.

```
Select Item(s): Next Screen// af All Fields

INVENTORY POINT: 688-SUPPLY WAREHOUSE Replace

TYPE OF INVENTORY POINT: WAREHOUSE

ABBREVIATED NAME: WHSE//

KEEP PERPETUAL INVENTORY?: YES//

KEEP DETAILED TRX. HISTORY?: YES//

MOS INACTIVE BEFORE ITEM DEL.: 2//
```



```
COST CENTER: 844100 Supply//
Select INVENTORY USER: IFUSER,FOUR//
```

5.1.6 Special Parameters

IF you select SP you will be given the opportunity to enter/edit the special parameter data.

```
Select Item(s): Next Screen// sp    Special Parameters
MOS INACTIVE BEFORE ITEM DEL.: 2//
COST CENTER: 844100 Supply//
PICKING TICKET PRINTER: SS3$PRT-10/6/UP//
```

5.2 Create a Primary Inventory Point

```
Selecct Posted Stock Management Option: inventory Point Management

Select STATION NUMBER ('^' TO EXIT): 688//          WASHINGTON, DC

    Select one of the following:

        W          Warehouse
        P          Primary

Select the type of inventory point to edit: p Primary

+-----+
|You have the option to edit ALL          |
|PRIMARY inventory points you have        |
```

Inventory Point Control

```
|access to.                |
+-----+
```

Select a 'Primary' Type Inventory Point: 688-Widget Control

Are you adding '688-Widget Control' as

a new GENERIC INVENTORY? No// y (Yes)

GENERIC INVENTORY ABBREVIATED NAME: Widg

GENERIC INVENTORY KEEP PERPETUAL INVENTORY?: YES

// YES

GENERIC INVENTORY KEEP DETAILED TRX. HISTORY?: YES

// YES

GENERIC INVENTORY COST CENTER: 820200 Surgical

Description

Type of Inventory Point : PRIMARY

Abbreviated Name : Widg

Keep Perpetual Inventory : YES

Keep Transaction Register : YES

Special Parameters

Months Inactive Before Item Deletion:

Primary Updated By Warehouse :

Special Inventory Point Type :

Department Number :

Issue Book Sort :

Regular Whse Issues Schedule :

5.2.1 Flags

| | | | | | |
|---------------------------------------|--------------------|----|-----------------------|----|------------------|
| + Enter ?? for more actions | | | | | |
| AF | All Fields | FC | Fund Control Points | FL | Flags |
| DE | Descriptive | DP | (Distribution Points) | AU | Authorized Users |
| SP | Special Parameters | SB | Stocked By | MC | MIS Costing |
| Select Item(s): Next Screen// | | | | | |

5.2.2 Special Parameters

User can select the data fields they wish to enter/edit. Select SP to enter/edit special parameter data.

| |
|--|
| Select Item(s): Next Screen// sp Special Parameters |
| MOS INACTIVE BEFORE ITEM DEL.:?? |
| <p>The only way to delete an item from your inventory file, is to set the</p> <p>'DELETE ITEM WHEN INVENTORY 0' flag to 'Y'. During the automatic</p> <p>generation of a suggested order, if the program encounters an item with</p> <p>the flag set, it first makes sure that the inventory quantity on hand,</p> <p>the DUE-IN, and the DUE-OUT are all 0, and that the item does not exist</p> <p>on any of your secondary distribution points. If it meets the criteria,</p> <p>then the program checks this field, and if it contains a number, the</p> <p>program makes sure that there has been no activity for the item (i.e.,</p> <p>usage, distribution or receiving) for at least the number of months</p> <p>specified in this field, before deleting the item from the inventory file</p> |
| PRIMARY UPDATED BY WAREHOUSE: ?? |
| <p>This is a switch controlled by the primary inventory point. If set to</p> <p>NO, the primary inventory point quantity on-hand will not be updated</p> <p>by the warehouse. The default is YES or null.</p> |

Inventory Point Control

Choose from:

Y YES

N NO

PRIMARY UPDATED BY WAREHOUSE: n NO

SPECIAL INVENTORY POINT TYPE: ??

This field is a switch controlled by the primary inventory point.

If this field is set to 'D', it will update the pharmacy drug
accountability file when the primary quantity on-hand is changed.

Choose from:

D DRUG ACCOUNTABILITY

S SPD

SPECIAL INVENTORY POINT TYPE:

DEPARTMENT NUMBER: ??

This is the three digit number which identifies the inventory/distribution (LOG
department number)

point to Austin.

DEPARTMENT NUMBER:

ISSUE BOOK SORT: ??

This information corresponds to the sort sequence for issue books used
by the LOG I warehouse inventory system. This optional flag need only
be set for those inventory points that need to receive issue books for
Posted stock. Such inventory/distribution points should also have a
department number entered in this file.

Choose from:

A ALPHA SORT

N NSN SORT

S SEQUENCE (NOT USED)

ISSUE BOOK SORT:

REGULAR WHSE. ISSUES SCHEDULE: ??

This field is entered by Personal Property Management, and holds the codes for weekly, biweekly, monthly, or other type distribution of warehouse issues.

Choose from:

| | |
|---|---------------|
| W | WEEKLY |
| 2 | EVERY 2 WEEKS |
| M | MONTHLY |
| O | OTHER |

REGULAR WHSE. ISSUES SCHEDULE:

5.2.3 Edit Users

The Accountable Officer can enter/edit other users of the inventory point. At least one other person should be added to each Inventory Point. NOTE: Any user of the Inventory Point who is going to auto generate orders for the Inventory Point must be listed as a Control Point user for the control point attached to the Inventory Point.

| | | | | | |
|----|--------------------|----|---------------------|----|------------------|
| AF | All Fields | FC | Fund Control Points | FL | Flags |
| DE | Descriptive | DP | Distribution Points | AU | Authorized Users |
| SP | Special Parameters | SB | Stocked By | MC | MIS Costing |

Select Item(s): Next Screen// AU Authorized Users

Select INVENTORY USER: IFUSER,FIVE// IFUSER,SIX IFC

Are you adding 'IFUSER,SIX' as a new INVENTORY USER (the 2ND for this GENERIC INVENTORY)? No// Y

(Yes)

Select INVENTORY USER:

+-----+

|You have the option to add or delete |

Inventory Point Control

| | |
|------------------------------------|--|
| | users from inventory points stocked by |
| | 688-FIVE'S PRIMARY |
| | +-----+ |
| +-----+ | |
| Do you want to ADD or DELETE users | |
| from inventory points ? | |
| +-----+ | |
| Select one of the following: | |
| 1 | Add Users |
| 2 | Delete Users |
| Select ACTION Type: | |

Chapter 6. The Logistics Data Query Tool

The Logistics Data Query Tool is designed to assist Chief Logistics Officers;; Materiel Managers; Purchasing Agents; and members of the Facility Logistics Staff (including Inventory Managers; Supply, Processing, and Distribution (SPD) Technicians; Management Analysts; Warehouse Clerks; or Supply System Analysts). The Query Tool can be used to quickly access, analyze and verify IFCAP and Prosthetics procurement data and display it using a graphical user interface to the VistA data. You can sign-on to VistA, find data, view the data, or easily move the data into a Microsoft® Excel® spreadsheet.

The Query Tool is a Windows software application that acts as a “front-end” to enable you to more easily find, display, and export VistA data. The Query Tool is an alternative to the VA FileMan utility program which has traditionally been used to look directly at the MUMPS globals (files) which store VistA data. The Query Tool enables you to...

- Search for data and display data by a range of dates
- Sort and rearrange the view of the data; display the data in a custom view
- Export the data into a Microsoft Excel spreadsheet file

Information on what the Query Tool can do for you can be found in the Logistics Data Query Tool User Manual.



The Logistics Data Query Tool User Manual is available online: at...

 <http://www.va.gov/vdl/application.asp?appid=42>.



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Chapter 7. Error Messages and Their Resolution

The errors listed in Table 7-1 are error codes or messages that you may encounter when entering delivery orders, purchase orders, or purchase card orders. The errors are listed alphabetically by error code. You or the user may be capable of resolving some of the problems, and in other instances the assistance of IRM staff may be required.

If you cannot resolve the problem, record the error code and message and immediately report the error to IRM staff.

Table 7-1. Error Messages

| Error Code | Error Message | Reason |
|-------------|---|---|
| NAUC^<LIN> | No actual unit cost for this ITEM. | There is no Actual Unit Cost entry for the Line Item Number (<LIN>) in the Procurement & Accounting Transactions (#442) file. |
| NCNO^<LIN> | This order requires a contract number but none was entered for this item. | The order is a Direct Order, but there is no contract number entered for this Line Item Number (<LIN>) in the Procurement & Accounting Transactions (#442) file. |
| NDD | No delivery date for this P.O. in file 442. | There is no Delivery Date in the Procurement & Accounting Transactions (#442) file. |
| NDP0 | No record for direct delivery patient pointer. | The DIRECT DELIVERY PATIENT entered in the Procurement & Accounting Transactions (#442) file for this purchase order cannot be found in the Direct Delivery Patients (#440.2) file. |
| NES | | There is no Electronic Signature entry in the Procurement & Accounting Transactions (#442) file. |
| NFT0^<SITE> | No entry in file 411.2 for facility type pointer from file 411. | There is no entry in the FACILITY TYPE (# 411.2) file for the Facility Type field of the Admin Activity Site Parameter (# 411) file. |
| NFT^<SITE> | No facility type pointer for site in file 411. | The Admin. Activity Site Parameter (#411) file has no entry in it. |
| NI2N^<ITEM> | No contract number for item on this P.O. | There are no ITEMS listed under the Item multiple in the Procurement & Accounting Transactions (#442) file. |
| NMIC | No mail invoice city in file 411. | The city listed for MAIL INVOICE could not be found in the Admin. Activity Site Parameter (#411) file. |

| Error Code | Error Message | Reason |
|------------|---|---|
| NMIL | MAIL INVOICE LOCATION information in file 411 missing. | The location for MAIL INVOICE could not be found in the Admin. Activity Site Parameter (#411) file. |
| NMIS | No state file pointer in file 411. | No MAIL INVOICE STATE pointer in the Admin. Activity Site Parameter (#411) file. |
| NMIZ | No mail invoice ZIP CODE entry in file 411. | No MAIL INVOICE ZIP CODE in the Admin. Activity Site Parameter (#411) file. |
| NNET | No NET amount entry for this P.O. | There is no Net Amount entry in the Procurement & Accounting Transactions (#442) file. |
| NOPR | No PROPOSAL entry in file 442 for this P.O. | There is no PROPOSAL entry in the Procurement & Accounting Transactions (#442) file. |
| NOPT | No patient file entry for direct delivery patient pointer. | There is no entry in the Patient (#2) file matching the Direct Delivery Patient entered for this P.O. in the Procurement & Accounting Transactions (#442) file. |
| NP12 | No node 12 in file 442 for this P.O. | No ELECTRONIC SIGNATURE in the Procurement & Accounting Transactions (#442) file. |
| NP12 | INVOICE ADDRESS pointer is missing. | No INVOICE ADDRESS in the Procurement & Accounting Transactions (#442) file. |
| NPH | No phone number for this A&MM user in the person file. | The New Person (#200) file does not have a phone number listed for this A&MM user. |
| NPH | No phone number for this PPM in the person file. | The New Person (#200) file does not have a phone number listed for this PPM. |
| NPHN | No phone number node in the person file for this A&MM user. | The New Person (#200) file does not have a phone number node for this A&MM user. |
| NPIA | Invoice address missing. | There is no INVOICE ADDRESS in node 12 in the Procurement & Accounting Transactions (#442) file. |
| NPO0 | Zero node of record missing. Unable to check further. | No Procurement & Accounting Transactions (#442) file entry exists. |
| NPO1 | Node 1 missing in record. | No VENDOR, SHIP TO or ACCOUNTING information found for the Procurement & Accounting Transactions (#442) file record. |
| NPOD | No purchase order date in file 442 for this P.O. | There is no PURCHASE ORDER DATE in the Procurement & Accounting Transactions (#442) file. |
| NPPM | No purchasing agent entry in file 442 for this P.O. | There is no Purchasing Agent/PPM Agent entry in the Procurement & Accounting Transactions (#442) file. |

| Error Code | Error Message | Reason |
|-------------|---|---|
| NPPT | No prompt payment terms entered in P.O. | There are no PROMPT PAYMENT TERMS entries in the Procurement & Accounting Transactions (#442) file. |
| NQTY^<LIN> | No quantity listed for this ITEM. | There is no QUANTITY listed for the Line Item Number (<LIN>) in the Procurement & Accounting Transactions (#442) file. |
| NRL | No receiving location node in file 411. | No RECEIVING LOCATION node in the Admin. Activity Site Parameter (#411) file. |
| NSC | No Source Code for type of order for this P.O. | No SOURCE CODE entry in the Procurement & Accounting Transactions (#442) file. |
| NSIT | No site entry in file 442. | No SITE entry in the Procurement & Accounting Transactions (#442) file. |
| NSP0^<SITE> | No SITE information in file 411. | No FACILITY TYPE pointer in the Admin. Activity Site Parameter (#411) file that matches SITE in the Procurement & Accounting Transactions (#442) file. |
| NST0 | No record in the state file | No STATE entry in the State (#5) file for Vendor Address State pointer in Vendor file. |
| NSTA | Abbreviation missing in state file entry. | No Abbreviation in the STATE file. |
| NSTA | No Abbreviation in State file. | There is no Abbreviation in the STATE file for this state. |
| NSTDP | No State file pointer in Direct Delivery Address in 440.2. | No STATE file pointer in Direct Delivery Address field in Direct Delivery Patients file. |
| NSTL | No Ship to pointer to entry in file 441. | No SHIP TO pointer to the Admin. Activity Site Parameter (#411) file. |
| NSTP | No Vendor Address pointer to the State file. | No VENDOR ADDRESS State file pointer in the Vendor (#440) file. |
| NSTS | There is no Ship To suffix for receiving location for this EDI P.O. | The SHIP TO entry for this purchase order in the Procurement & Accounting Transactions (#442) file cannot be found in the Admin. Activity Site Parameter (#411) file (Ship To Suffix). An EDI purchase order requires the Ship To suffix. |
| NSTT | No State file pointer in Receiving Location in file 411. | No State File pointer in the Receiving Location multiple in the Admin. Activity Site Parameter (#411) file. |

Error Messages and Their Resolution

| Error Code | Error Message | Reason |
|------------|---|--|
| NUNI^<LIN> | No name entry in unit of purchase file for unit of purchase pointer in ITEM entry in P.O. file. | No Name entry in the Unit of Issue file (file 420.5) for the Unit of Purchase entry for the Line Item Number (<LIN>) in the Procurement & Accounting Transactions (#442) file. |
| NUOP^<LIN> | No unit of purchase pointer for this ITEM. | No Unit of Purchase pointer entered for the Line Item Number (<LIN>) in the Procurement & Accounting Transactions (#442) file. |
| NUPN^<LIN> | No entry in unit of issue file for unit of purchase pointer in ITEM entry in P.O. file. | No entry in the Unit of Issue file (file 420.5) for the Unit of Purchase entry for the Line Item Number (<LIN>) in the Procurement & Accounting Transactions (#442) file. |
| NV0 | No vendor record found in vendor file. | No Vendor (#440) file entry for the Vendor pointer from the Procurement & Accounting Transactions (#442) file. |
| NVID | Missing a vendor ID number for an EDI vendor. | There is no Vendor ID Number for an EDI Vendor in the Vendor (#440) file. |

Chapter 8. Menu Listing

This chapter lists each menu option assigned in the standard menu configuration for an Accountable Officer. Main menu options are flush left. Subordinate options are spaced to the right. For example, if you wanted to use the “New Requisition” option, you would select “Requisition Clerk Menu”, then “Requisition Processing”, then “New Requisition”. Some of the options are only seen if the user has the appropriate security key associated with that option.

Accountable Officer Menu

There are 173 Requests ready to process.

Process a Request in PPM

Split a Request in PPM

Edit a Request Signed in PPM

Requisition Clerk Menu ...

Display/Print Menu (PPM) ...

PPM Utility Menu ...

Posted Stock Management ...

Control Point Official's Menu ...

Warehouse ...

requisition Clerk Menu #

Requisition Processing ...

LOG/GSA/DLA Code Sheets Menu ...

Display/Print Menu (PPM) ...

Select Accountable Officer Menu Option: display/Print Menu (PPM

Purchase Order Display

2237 Request Display

Item Display

History of Item Display /Print

Menu Listing

| |
|---|
| Vendor Display |
| Mandatory Sources 850 Undelivered Orders |
| Select Accountable Officer Menu Option: ppm Utility Menu |
| Delete 2237 Request from Supply Worksheet File |
| Build List of 2237's Printed in PPM by Date |
| Reprint 2237s in PPM from List |
| Federal Vendor Edit |
| Assign LOG Department Number to Fund Control Point |
| Overage Report |
| Select Accountable Officer Menu Option: posted Stock Management |
| Inventory Point Management |
| Item File Edit |
| Warehouse--General Inventory/Distribution Menu ... ## |
| Select Accountable Officer Menu Option: control Point Official's Menu ### |
| Approve Requests |
| Requests Ready for Approval List |
| Process a Request Menu ... |
| Display Control Point Activity Menu ... |
| Funds Control Menu ... |
| Status of Requests Reports Menu ... |
| Record Date Received by Service Menu ... |
| Enter/Edit Control Point Users |
| Record Receipt of Multiple Delivery Schedule Items |
| Multiple Delivery Schedule List |
| # See Requisition Clerk manual for explanation of options |
| ## See Warehouse Level Inventory manual for explanation of options |
| ### See Control Point Official and Clerk manuals for explanation of options |

Chapter 9. Glossary

| 0-9 | |
|-------------|--|
| Term | Definition / Discussion |
| 1358 | VA Form 1358, <i>Estimated Miscellaneous Obligation or Change in Obligation</i> |
| 2138 | VA Form 90-2138, <i>Order for Supplies or Services</i> (first page of a VA Purchase Order) |
| 2139 | VA Form 90-2139, <i>Order for Supplies or Services</i> (Continuation) (continuation sheet for Form 90-2138) |
| 2237 | VA Form 90-2237, <i>Request, Turn-in and Receipt for Property or Services</i> (used to request goods and services) |

| A | |
|---|--|
| Term | Definition / Discussion |
| A&MM | <i>See Acquisition and Materiel Management</i> (Service) |
| AACS | Automated Allotment Control System—Central computer system developed by VHA to disburse funding from VACO to field stations. |
| Accounting Technician | Fiscal employee responsible for obligation and payment of received goods and services. |
| Acquisition and Materiel Management (Service) (A&MM) | VA Service responsible for contracting and for overseeing the acquisition, storage, and distribution of supplies, services, and equipment used by VA facilities |
| Activity Code | The last two digits of the AACS number. It is defined by each station. |
| ADP Security Officer | The individual at your station who is responsible for the security of the computer system, both its physical integrity and the integrity of the records stored in it. Includes overseeing file access. |

| A | |
|--------------------------------|---|
| Term | Definition / Discussion |
| Agent Cashier | The person in Fiscal Service (often physically located elsewhere) who makes or receives payments on debtor accounts and issues official receipts. |
| ALD Code | Appropriation Limitation Department. A set of Fiscal codes which identifies the appropriation used for funding. |
| Allowance table | Reference table in FMS that provides financial information at the level immediately above the AACS, or sub-allowance level. |
| Amendment | A document which changes the information contained in a specified Purchase Order. Amendments are processed by the Purchasing & Contracting section of A&MM and obligated by Fiscal Service. |
| AMIS | Automated Management Information System. |
| Application Coordinator | The individuals responsible for the implementation, training and trouble-shooting of a software package within a service. IFCAP requires there be an Application Coordinator designated for Fiscal Service, A&MM Service. |
| Approve Requests | The use of an electronic signature by a Control Point Official to approve a 2237, 1358 or other request form and transmit said request to A&MM/Fiscal. |
| Approving Official | A user that approves reconciliations to ensure that they are correct and complete. |
| Authorization | Each authorization represents a deduction from the balance of a 1358 to cover an expense. Authorizations are useful when you have expenses from more than one vendor for a single 1358. |
| Authorization Balance | The amount of money remaining that can be authorized against the 1358. The service balance minus total authorizations. |
| B | |

| Term | Definition / Discussion |
|-----------------------------|---|
| Batch Number | A unique number assigned by the computer to identify a batch (group) of Code Sheets. Code Sheets may be transmitted by Batch Number or Transmission Number. |
| Breakout Code | A set of A&MM codes which identifies a vendor by the type of ownership (e.g., Minority-owned, Vietnam Veteran Owned, Small Business Total Set Aside, etc.). |
| Budget Analyst | Fiscal employee responsible for distributing and transferring funds. |
| Budget Object Code | Fiscal accounting element that tells what kind of item or service is being procured. Budget object codes are listed in VA Handbook 4671.2 |
| Budget Sort Category | Used by Fiscal Service to identify the allocation of funds throughout their facility. |

| C | |
|-----------------------------|--|
| Term | Definition / Discussion |
| CC | Credit Charge entry identifier used by FMS and CCS for charges paid to Vendor thru Credit Card payment process. |
| CCS | The Credit Card System. This is the database in Austin that processes the credit card information from the external Credit Card Vendor system (currently CitiDirect), and then passes information on to FMS and IFCAP. |
| Ceiling Transactions | Funding distributed from Fiscal Service to IFCAP Control Points for spending. The Budget Analyst initiates these transactions using the Funds Distribution options. |

| C | |
|---|---|
| Term | Definition / Discussion |
| Chief Logistics Office (CLO) | <p>The Chief Logistics Office (CLO) develops and fosters logistics best practices for the Veterans Health Administration. Through the VHA Acquisition Board the CLO develops the annual VHA Acquisition plan that forms the basis for VHA's acquisition strategy. This strategy seeks to procure high quality health care products and services in the most cost effective manner. This includes the attainment of socio-economic procurement goals. The CLO also develops and implements a comprehensive plan for the standardization of healthcare supplies and equipment. This includes the development and administration of clinical product user groups.</p> <p>The CLO is also responsible for developing improvements to supply chain management within VHA. This includes the establishment and monitoring of logistics benchmarking data. The CLO serves as liaison for logistics staff in each of the 21 VISNs.</p> <p>The head of CLO is the Chief Prosthetics and Clinical Logistics Officer (CPCLO).</p> |
| Chief Prosthetics and Clinical Logistics Officer (CPCLO) | The official in charge of the VHA Chief Logistics Office (CLO) , also called the Clinical Logistics Office. |
| CLA | <i>See</i> Clinical Logistics Analyst |
| Classification of Request | An identifier a Control Point can assign to track requests that fall into a category (<i>e.g.</i> , Memberships, Replacement Parts, Food Group III). |
| Clinical Logistics Analyst (CLA) | <i>Logistics</i> refers to how resources are acquired, transported and stored along the supply chain. By having an efficient supply chain and proper logistical procedures, an organization can cut costs and increase efficiency. <i>Clinical logistics</i> refers specifically to resources used for clinical purposes. A CLA is a person who examines processes, methods and data for clinical logistics operations. |
| Clinical Logistics Office | <i>See</i> Chief Logistics Office (CLO) . |

| C | |
|--|---|
| Term | Definition / Discussion |
| Clinical Logistics Report Server (CLRS) | The CLRS project allows the extraction of selected procurement and inventory data from VHA facilities to a centralized Clinical Logistics Report Server. The server supports the collection, tracking, and reporting of National Performance Measures, assisting the Under Secretary for Health (USH) in evaluating facility performance in the areas of consolidation of high tech equipment, standardization, socioeconomic goal accomplishment, acquisition, and inventory management. |
| CLRS | <i>See Clinical Logistics Report Server (CLRS).</i> |
| Common Numbering Series | This is a pre-set series of Procurement and Accounting Transaction (PAT) numbers used by Purchasing and Contracting, Personal Property Management, Accounting Technicians and Imprest Funds Clerks to generate new Purchase Orders/Requisitions/Accounting Transactions on IFCAP. The Application Coordinators establish the Common Numbering Series used by each facility. |
| Control Point | Financial element, existing ONLY in IFCAP, which corresponds to a set of elements in FMS that include the Account Classification Code (ACC) and define the Sub-Allowance on the FMS system. Used to permit the tracking of monies to a specified service, activity or purpose from an Appropriation or Fund. |
| Control Point Clerk | The user within the service who is designated to input requests (2237s) and maintain the Control Point records for a Service. |
| Control Point Official | The individual authorized to expend government funds for ordering of supplies and services for their Control Point(s). This person has all of the options the Control Point Clerk has plus the ability to approve requests by using their electronic signature code. |
| Control Point Official's Balance | A running record of all the transactions generated and approved for a Control Point from within IFCAP and also. Effects changes to the control point that are initiated directly from within the FMS system. Provides information that shows the total amount of funds committed, obligated and remaining to be spent for a specified fiscal quarter. |

| C | |
|--------------------------------|---|
| Term | Definition / Discussion |
| Control Point Requestor | The lowest level Control Point user, who can only enter temporary requests (2237s, 1358s) to a Control Point. This user can only view or edit their own requests. A Control Point Clerk or Official must make these requests permanent before they can be approved and transmitted to A&MM. |
| Cost Center | Cost Centers are unique numbers which define a service. One cost center must be attached to every Fund Control Point. This enables costs to be captured by service. Cost centers are listed in VA Handbook 4671.1. |

| D | |
|------------------------------------|---|
| Term | Definition / Discussion |
| Date Committed | The date that you want IFCAP to commit funds to the purchase. |
| Default | A suggested response that is provided by the system. |
| Deficiency | When a budget has obligated and expended more than it was funded. |
| Delinquent Delivery Listing | A listing of all the Purchase Orders that have not had all the items received by the Warehouse on IFCAP. It is used to contact the vendor for updated delivery information. |
| Delivery Order | An order for an item that the VA purchases through an established contract with a vendor who supplies the items. |
| Direct Delivery Patient | A patient who has been designated to have goods delivered directly to him/her from the vendor. |
| Discount Item | This is a trade discount on a Purchase Order. The discount can apply to a line item or a quantity. This discount can be a percentage or a set dollar value. |

| E | |
|-------------|--|
| Term | Definition / Discussion |
| EDI | See Electronic Data Interchange (EDI) . |

| E | |
|--|---|
| Term | Definition / Discussion |
| EDI Vendor | A vendor with whom the VA has negotiated an arrangement to submit, accept and fill orders electronically. |
| EDI X12 | “X12” is the U.S. standard ANSI ASC X12, which is the predominant standard used in North America. Thus, “EDI X12” refers to electronic data interchanges which meet the X12 standard. Also seen as “X12 EDI.” |
| Electronic Data Interchange (EDI) | Electronic Data Interchange is a method of electronically exchanging business documents according to established rules and formats. |
| Electronic Signature | The electronic signature code replaces the written signature on all IFCAP documents used within your facility. Documents going off-station will require a written signature as well. |
| Expenditure Request | A Control Point document that authorizes the expenditure of funds for supplies and/or services (e.g., 2237, 1358, etc.). |

| F | |
|-----------------------|--|
| Term | Definition / Discussion |
| FCP | Fund Control Point (see Control Point). |
| Federal Tax ID | A unique number that identifies your station to the Internal Revenue Service. |
| FileMan | <p>The FileMan modules are the “building blocks” for all of VistA. FileMan includes both a database management system (DBMS) and user interface.</p> <p><i>Source:</i> http://www.hardhats.org/fileman/FMmain.html</p> |
| Fiscal Balance | The amount of money on a 1358 and any adjustments to that 1358 that have been obligated by Fiscal Service. This amount is reduced by any liquidations submitted against the obligation. |
| Fiscal Quarter | The fiscal year is broken into four three month quarters. The first fiscal quarter begins on October 1. |
| Fiscal Year | Twelve month period from October 1 to September 30. |

| | |
|---------------------------|---|
| FMS | Financial Management System, the primary accounting system for administrative appropriations. FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable and cost accounting. |
| FOB | Freight on Board. An FOB of “Destination” means that the vendor has included shipping costs in the invoice, and no shipping charges are due when the shipper arrives at the warehouse with the item. An FOB of “Origin” means the Vendor has paid shipping costs directly to the shipper and then will include them on their Invoice. |
| FPDS | Federal Procurement Data System. |
| FTEE | Full Time Employee Equivalent. An FTEE of 1 stands for 1 fiscal year of full-time employment. This number is used to measure workforces. A part-time employee that worked half days for a year would be assigned an FTEE of 0.5, as would a full-time employee that worked for half of a year. |
| Fund Control Point | IFCAP accounting element that is not used by FMS. See also control point. |
| Funds Control | A group of Control Point options that allow the Control Point Clerk and/or Official to maintain and reconcile their funds. |
| Funds Distribution | A group of Fiscal options that allows the Budget Analyst to distribute funds to Control Points and track Budget Distribution Reports information. |

| G | |
|-------------|--|
| Term | Definition / Discussion |
| GBL | Government Bill of Lading. A document that authorizes the payment of shipping charges in excess of \$250.00. |
| GL | General Ledger. |

| G | |
|-------------|--------------------------------|
| Term | Definition / Discussion |

Globals Globals are variables which are automatically and transparently stored on disk and persist beyond program, routine, or process completion. Globals are used exactly like ordinary variables, but with the caret character prefixed to the variable name.

Globals are stored in highly structured data files by MUMPS, and accessed only as MUMPS globals. VistA file definitions and data are both stored in globals.

| I | |
|-------------|--------------------------------|
| Term | Definition / Discussion |

Identification Number A computer-generated number assigned to a code sheet.

Imprest Funds Monies used for cash or 3rd party draft purchases at a VA facility.

Integrated Supply Management System (ISMS) ISMS is the system which replaced LOG I for Expendable Inventory.

ISMS See Integrated Supply Management System.

Item File A listing of items specified by A&MM service as being purchased repetitively. This file maintains a full description of the item, related stock numbers, vendors, contract numbers and a procurement history.

Item History Procurement information stored in the Item File. A history is kept by Fund Control Point and is available to the Control Point at time of request.

Item Master Number A computer generated number used to identify an item in the Item File.

| J |
|----------|
|----------|

| Term | Definition / Discussion |
|------|-------------------------|
|------|-------------------------|

Justification

A written explanation of why the Control Point requires the items requested. Adequate justification must be given if the goods are being requested from other than a mandatory source.

| K | |
|------|-------------------------|
| Term | Definition / Discussion |

Kernel

The Kernel is the software “scaffolding” that supports all VistA applications. The Kernel system permits any VistA software application to run without modification to its base structure no matter what hardware or software vendor the application was built on.

The Kernel includes a number of management tools including device, menu, programming, operations, security/auditing, task, user, and system management. Its framework provides a structurally sound computing environment that permits controlled user access, menus for choosing various computing activities, the ability to schedule tasks, application development tools, and numerous other management and operation tools.

Source: <http://hardhats.org/kernel/KRNmain.html>

| L | |
|------|-------------------------|
| Term | Definition / Discussion |

Liquidation

The amount of money posted to the 1358 or Purchase Order as a payment to the vendor. They are processed through payment/invoice tracking.

LOG I

LOG I is the name of the Logistics A&MM computer located at the Austin Automation Center. This system continues to support the Consolidated Memorandum of Receipt.

| M |
|---|
|---|

| Term | Definition / Discussion |
|---------------------------------|--|
| M | The Massachusetts General Hospital Utility Multi-Programming System, or alternatively M, is a programming language originally created for use in the healthcare industry. M is designed to make writing database-driven applications easy while simultaneously making efficient use of computing resources. The most outstanding, and unusual, design feature of M is that database interaction is transparently built into the language. Many parts of VistA are written in M. |
| MailMan | <p>Mailman is an integrated data channel in VistA for the distribution of:</p> <ul style="list-style-type: none"> • Patches (<i>Kernel Installation and Distribution System</i> or <i>KIDS</i> builds) • Software releases (<i>KIDS</i> builds) • Computer-to-computer communications (HL7 transfers, Servers, etc.) • Person-to-person messaging (email) <p>Source: http://www.hardhats.org/cs/mailman/MMmain.html</p> |
| Mandatory Source | A Federal Agency that sells supplies and services to the VA, Defense Logistics Agency (DLA), General Services Administration (GSA), etc. |
| MSC Confirmation Message | A MailMan message generated by the Austin Message Switching Center that assigns an FMS number to an IFCAP transmission of documents. |
| MUMPS | See M . |

| O | |
|-----------------------------------|--|
| Term | Definition / Discussion |
| Obligation | The commitment of funds. The process Fiscal uses to set aside monies to cover the cost of an Order. |
| Obligation (Actual) Amount | The actual dollar figure obligated by Fiscal Service for a Purchase Order. The Control Point's records are updated with actual cost automatically when Fiscal obligates the document on IFCAP. |

| O | |
|--------------------------|--|
| Term | Definition / Discussion |
| Obligation Data | A Control Point option that allows the Control Point Clerk and/or Budget Analyst to enter data not recorded by IFCAP. |
| Obligation Number | The 6 character number assigned to orders, requisitions and 1358s. (ie C prefix number that Fiscal Service assigns to the 1358.) |
| Option | A Vista Option is an application component defined in VA Kernel to control user and remote server access to VistA applications. Options can appear on menu “trees” of options, through which the user navigates to execute application software. Types of options include menu (to allow grouping of options); edit (to edit application files via VA FileMan); inquire (to query the database via VA FileMan); print (to execute reports via VA FileMan); run routine (to execute custom application software); server (to process remote procedure calls via MailMan); and Broker (to process GUI remote procedure calls via Kernel Broker). |
| Organization Code | Accounting element functionally comparable to Cost Center, but used to organize purchases by the budget that funded them, not the purposes for spending the funds. |
| Outstanding 2237 | A&MM report that lists all the IFCAP generated 2237s pending action in A&MM. |

| P | |
|---------------------|--|
| Term | Definition / Discussion |
| Partial | A Receiving Report (VA document that shows receipt of goods) for only some of the items ordered on a Purchase Order. |
| Partial Date | The date that a warehouse clerk created a receiving report for a shipment. |
| PAT Number | Pending Accounting Transaction number – the primary FMS reference number. See also Obligation Number. |

| P | |
|-------------------------------------|---|
| Term | Definition / Discussion |
| Personal Property Management | A section of A&MM Service responsible for screening all requests for those items available from a Mandatory Source, VA Excess or Bulk sale. They also process requisitions for goods from Federal Agencies and equipment requests. In addition, they maintain the inventory of Warehouse stocked items and all equipment (CMRs) at the facilities they support. |
| POA | Purchase Order Acknowledgment. The message received electronically from an EDI vendor acknowledging the placement of an order. |
| PPM | Personal Property Management, now referred to at most sites as Acquisition and Materiel Management Service. |
| Program Code | Accounting element that identifies the VA initiative or program that the purchase will support. |
| Prompt Payment Terms | The discount given to the VA for paying the vendor within a set number of days (e.g., 2% 20 days means the VA will save 2% of the total cost of the order if the vendor is paid within 20 days of receipt of goods). |
| Purchase Card | A card, similar to a credit card, that Purchase Card Users use to make purchases. Purchase Cards are not credit cards but debit cards that spend money out of a deposited balance of VA funds. |
| Purchase Card Coordinator | A person authorized by a VA station to monitor and resolve delinquent purchase card orders, help VA services record, edit and approve purchase card orders in a timely manner, assign purchase cards to IFCAP users, and monitor the purchase card expenses of VAMC services. |
| Purchase Card Orders | Orders funded by a purchase card. |
| Purchase Card User | A person who uses a purchase card. Purchase Card Users are responsible for recording their purchase card orders in IFCAP. |
| Purchase History Add (PHA) | Information about purchase orders which is automatically sent to Austin for archiving. This same transaction is also used to send a PO for EDI processing. |

| P | |
|--------------------------------------|--|
| Term | Definition / Discussion |
| Purchase History Modify (PHM) | Information about amendments which is automatically sent to Austin for archiving. |
| Purchase Order | A government document authorizing the purchase of the goods or services at the terms indicated. |
| Purchase Order Acknowledgment | Information returned by the vendor describing the status of items ordered (e.g., 10 CRTs shipped, 5 CRTs backordered). |
| Purchase Order Status | The status of completion of a purchase order (e.g., Pending Contracting Officer's Signature, Pending Fiscal Action, Partial Order Received, etc.). |
| Purchasing Agents | A&MM employees legally empowered to create purchase orders to obtain goods and services from commercial vendors. |

| Q | |
|--------------------------|--|
| Term | Definition / Discussion |
| Quarterly Report | A Control Point listing of all transactions (Ceilings, Obligations, Adjustments) made against a Control Point's Funds. |
| Quotation for Bid | Standard Form 18. Used by Purchasing Agents to obtain written bids from vendors. May be created automatically and transmitted electronically within the Purchasing Agent's module. |

| R | |
|-------------------------|---|
| Term | Definition / Discussion |
| Receiving Report | The VA document used to indicate the quantity and dollar value of the goods being received. |
| Reconciliation | Comparing of two records to validate IFCAP Purchase Card orders. Purchase Card Users compare IFCAP generated purchase card order data with the CC transaction sent from the CCS system in Austin. |

| R | |
|------------------------------------|---|
| Term | Definition / Discussion |
| Reference Number | Also known as the Transaction Number. The computer generated number that identifies a request. It is comprised of the: Station Number-Fiscal Year-Quarter - Control Point – 4-digit Sequence Number. |
| Repetitive (PR Card) Number | See Item Master Number . |
| Repetitive Item List (RIL) | A method the Control Point uses to order items in the Item File. The Control Point enters the Item Master Number, the quantity and vendor and IFCAP can sort and generate 2237 requests from the list. A RIL can be created by using the Auto-Generate feature within the Inventory portion of the package. |
| Requestor | See Control Point Requestor . |
| Requisition | An order from a Government vendor. |
| Running Balance | A running record of all the transactions generated and approved for a Control Point. Provides information that shows the total amount of funds committed, obligated, and remaining to be spent for a specified fiscal quarter. |

| S | |
|------------------------|---|
| Term | Definition / Discussion |
| Section Request | A temporary request for goods and/or services entered by a Control Point Requestor. These requests may or may not be made permanent by the Control Point Clerk/Official. |
| Service Balance | The amount of money on the on the original 1358 and any adjustments to that 1358 when created by that service in their Fund Control Point. This amount is reduced by any authorizations created by the service. |
| SF-18 | Request for Quotation. |
| SF-30 | Amendment of Solicitation/Modification of Contract. |

| S | |
|--------------------------|---|
| Term | Definition / Discussion |
| Short Description | A phrase which describes the item in the Item Master file. It is restricted to 3 to 60 characters and consists of what the item is, the kind of item, and the size of item (e.g., GLOVE-SURGICAL MEDIUM). |
| Site Parameters | Information (such as Station Number, Cashier's address, printer location, etc.) that is unique to your station. All of IFCAP uses a single Site Parameter file. |
| Sort Group | An identifier a Control Point can assign to a project or group of like requests. It is used to generate a report that will tell the cost of requests. |
| Sort Order | The order in which the budget categories will appear on the budget distribution reports. |
| Special Remarks | A field on the Control Point Request that allows the CP Clerk to enter information of use to the Purchasing Agent or vendor. This field can be printed on the Purchase Order. |
| Stacked Documents | The purchase orders, receiving reports, and 1358s which are sent electronically to Fiscal and stored in a file for printing at a later time rather than being printed immediately. |
| Status of Funds | Fiscal's on-line status report of the monies available to a Control Point. FMS updates this information automatically. |
| Sub-control Point | A user defined assignment of all or part of a ceiling transaction to a specific category (sub-control point) within a Control Point. Transactions can then be posted against this sub-control point and a report can be generated to track use of specified funding within the overall control point. |
| Sub-cost Center | A subcategory of Cost Center. IFCAP will not utilize a 'sub-cost center' field, but will send FMS the last two digits of the cost center as the FMS 'sub-cost center' field. |
| T | |

| Term | Definition / Discussion |
|---|---|
| Tasked Job | A job, usually a printout, that has been scheduled to run at a predetermined time. Tasked jobs are set up to run without having a person watching over them. |
| TDA | See “Transfer of Disbursing Authority.” |
| Total Authorizations | The total amount of the authorizations created for the 1358 obligation. |
| Total Liquidations | The total amount of the liquidations against the 1358 obligation. |
| Transaction Number | The number of the transaction that funded a Control Point (See Budget Analyst User’s Guide). It consists of the Station Number – Fiscal Year – Quarter – Control Point – Sequence Number. |
| Transfer of Disbursing Authority | The method used to allocate funds to a VA facility. |
| Transmission Number | A sequential number given to a data string when it is transmitted to the Austin DPC; used for tracking message traffic. |
| Type Code | A set of A&MM codes that provides information concerning the vendor size and type of competition sought on a purchase order. |

| U | |
|-------------------------|--|
| Term | Definition / Discussion |
| Unit of Issue | A description of the quantity/packaging combination in which the item is issued to the end user; it may be different from the Unit of Purchase, which is the combination used when the item is procured from the vendor. For example, a vendor may sell an item in cases of 24 cans, but the end user receives individual cans from that case. |
| Unit of Purchase | A description of the quantity/packaging combination in which VA purchases the item from the vendor; it may be different from the Unit of Issue, which is the combination used to actually issue the item to the end user. See also Unit Conversion Factor. |

| U | |
|-------------|--------------------------------|
| Term | Definition / Discussion |

Unit Conversion Factor

A number which expresses the ratio between the unit of measure and the unit of issue. Among other things, the conversion factor (which is part of the vendor data) is used at order release to calculate the due-ins and due-outs. Supply stations receive the conversion factor at the time of order release and use it to translate the order quantities into supply station amounts. If an item is procured, stocked and issued using the same units, then the conversion factor would be 1.

| V | |
|-------------|--------------------------------|
| Term | Definition / Discussion |

Vendor file

An IFCAP file of vendor information solicited by the facility. This file contains ordering and billing addresses, contract information, FPDS information and telephone numbers. The debtor's address may be drawn from this file, but is maintained separately. If the desired vendor is not in the file, contact A&MM Service to have it added.

Vendor ID Number

The ID number assigned to a vendor by the FMS Vendor unit.

VRQ

FMS Vendor Request document. When a new vendor is added to IFCAP a VRQ message is sent electronically to the Austin FMS Vendor unit to determine if the vendor exists in the central vendor system. If the vendor is not in the system, Austin will confirm information and establish the vendor in the central file. If vendor exists in central file already, Austin will verify the data. *See also* **VUP**.

VUP

Vendor Update Message. This message is sent electronically from the FMS system to ALL IFCAP sites to ensure that the local vendor file contains the same data as the central vendor file in Austin. This message will contain the FMS Vendor ID for the vendor and also the Alternate Address Indicator if applicable. *See also* **VRQ**.

| X | |
|-------------|--------------------------------|
| Term | Definition / Discussion |

X12 EDI

See **EDI X12**.

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